



Finance & Administration Director 107 W. Ahtanum Road, Union Gap WA 98903 (509)248-0432 Fax (509)457-9607 Email:kclifton@cityofuniongap.com

Public Records Request

Date of Request: _____

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address of Requestor: _____

Title of Record(s) (if known): _____

Date of Record(s) (if known): _____

Location of Record (Department, if known): _____

Please describe the records you are requesting and any additional information that will assist us in locating this information for you as quickly as possible. Failure to provide information sufficient to identify the records may cause delay.

I understand there is a minimum of \$.15 per page that may be charged for duplication of these specific records. I agree to prepay duplication charges associated with my request.

- I wish to have copies/duplicates of the records indicated above.
- I wish to make an appointment to review the records indicated above before copies are made.

Method by which I would like to receive the information I have requested:

- Mailed to me
- Call me and I will pick up in person
- E-mailed to me (If files are too large to e-mail, the City will contact you to make other arrangements.)

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(9).

Signature _____

Date _____

For City Staff use only:

Date received: _____	Comments: _____
Request denied: ___Yes ___No	Copies provided: ___Yes ___No Fee \$ _____ Total \$ _____
Date completed: _____	Request completed by: _____



Thank you for requesting public records of the City of Union Gap. Your request has been answered as follows:

- Your request has been received and is being processed. We anticipate a delay until approximately _____. Please pardon the delay.
- The record you requested is available. Please contact City Hall for access.
- We need additional information to respond to your request. Please see below.
- We do not have the record you requested.
- The record you requested is exempt from inspection under the law. Please see below.
- Residential address and telephone numbers of public utility customers are exempt from disclosure under RCW 42.56.070 (9).
- Other: Please see below.

Remarks:

Final agency response: Access is ALLOWED/DENIED. Date: _____

Determined by: _____

Whom notified: _____

How notified: _____

When notified: _____